

**Minutes of the Maricopa HOME Consortium Public Meeting**  
**August 21, 2014**  
**9:30 a.m.**

**Present:** Matt Hess, City of Avondale  
Barbara Bellamy, City of Chandler  
Mona Francis, City of Glendale  
Carin Imig, City of Peoria (Telephonically)  
Justin Boyd, City of Scottsdale (Telephonically)  
Christina Ramirez, City of Surprise  
Amy Jacobson, Maricopa County  
Tia LaFrambois, Maricopa County  
Lisa Lowery, Maricopa County  
Carl Morgan, Maricopa County  
Carissa Cyr, Maricopa County

**Guests:** Elizabeth Garcia, City of Glendale  
Rich Thomason, HUD  
Paul Ludwick, Maricopa County

**1. Call to Order and Roll Call**

At 9:42 a.m., Amy Jacobson called to order the August 21, 2014 Maricopa HOME Consortium Public Meeting held at the Security Building in Computer Room, Floor 1A, at 234 North Central Ave., Phoenix, Arizona 85004. The Roll was called and a quorum was established.

**2. Approval of Minutes (6/19/14)**

Amy called for a motion to approve the minutes. Matt Hess motioned to approve the June 19, 2014 Minutes, the motion was seconded and passed unanimously.

Amy stated farewell to Tia LaFrambois and good luck with her future endeavors, and introduced Carissa Cyr to the Community Development team.

**3. Congressional Release of Funds**

Amy announced that the approval of the 2014-2015 Consortium Annual Action Plan was received and that the Consortium was on track to receive \$3,339,733 for FY14.

Amy introduced the Maricopa County Human Services Department-Wide Goals and read five highlights. Amy also read the Community Development Division tagline and one goal, and explained to everyone that CD is headed in a positive direction and she wanted them to be informed of the CD goals.

**4. Subrecipient Agreements Status**

Amy explained that Tia may be completing the Scopes of Work prior to her last day, and if not, Amy and Carissa would take over the drafts.

Chandler and Glendale noted that they still needed their Scopes of Work. Amy informed everyone that she anticipated having the Subrecipient Agreements to the Cities by the end of next week.

Justin Boyd asked if the date of the executed agreement could define the start of the activity timeline. Amy explained that if that was the case, the Consortium members could not be reimbursed for Admin expenses prior to the date of the executed agreement. Justin Boyd was seeking direction from the County pertaining to the date on Pages 39 and 41 in the Timeline of Activities section of FY14-15 Work Statement. Justin Boyd was seeking the County's interpretation of utilizing admin or being reimbursed for planning costs prior to an executed agreement and the boilerplate language applicable to FY14-15 Program Income. Amy clarified that changing the definition of executed agreement from the start of the FY to the date the agreement was signed would need to be adopted by the whole Consortium.

Glendale stated they had a concern with this and they would like a review period to consider this proposal.

Amy noted that the group would take Justin's proposal under advisement, and for all Subrecipients to review their Scopes of Work in the meantime.

5. **Consolidated Plan and Analysis of Impediments**

Amy informed everyone that the RFQs for the Consolidated Plan and the Analysis of Impediments to Fair Housing Choice were released on August 18, 2014 and close on September 2, 2014. Carin Imig and Matt Hess volunteered to help review the RFQs after the next consortium meeting on September 18, 2014.

6. **CAPER**

Amy stated that Kimlyn Consulting is working on our CAPER. Kim Carter provided an online survey for everyone to complete for HOME funds. Amy said that she hoped the survey template was easy to complete, and noted that Carl will be sending everyone questions for more clarification and that the responses will be due by Friday, August 29, 2014. Kim should have the first CAPER draft complete during the first week of September and it will be distributed to the group.

7. **SHPO Agreement Update**

Carl Morgan informed the Consortium that the Agreement is at SHPO and he is waiting for a response from them. Carl noted that he tried to incorporate everyone's information into the agreement. Once the County gets the Agreement back, the Board of Supervisors will need to sign, and then the Agreement will go back to SHPO to sign.

Matt Hess inquired if he would need to send info to Maricopa County in lieu of completing an individual report to SHPO from Avondale. Carl explained that if Consortium Members have individual Programmatic Agreements with SHPO, they should continue to report on those as they have been, especially for CDBG funded projects. If it is a HOME funded activity, the County will report. If it is a CDBG funded activity, the city will report to SHPO. Carl also encouraged all cities to get a Programmatic Agreement in place with SHPO to cover any rehab projects.

8. **Environmental Review Process**

Amy informed everyone that the Project Coordinator will be the first reviewer, Carl had been appointed as the second reviewer, and Bruce Liggett will sign. Amy noted that she would sign only in Bruce's absence. Amy explained that updated HUD forms were released last year and the forms will be put into the Current Practices update.

Carl asked the group if they would be interested in a mini-training for Environmental Review Process during one of the upcoming HOME Consortium meetings. The group confirmed they would be interested.

**9. Mesa Program Income Allocation Discussion**

Amy proposed that the group table the discussion about how the recaptured funds would be re-programmed until the Consortium can see the full amount available for allocation. Matt Hess asked if when the funds would need committed. Amy clarified that the funds would need committed as soon as possible. Glendale inquired if the funding should be performance based.

Without the final allocation amount, the Mesa Program Income Allocation discussion and possible Planning Action was tabled to the next meeting when the final reconciliation will be complete.

**10. Strategic Planning Subcommittee – Standard Operating Procedures Manual**

Tia distributed a Strategic Planning Priorities document and the Standard Operating Procedures Manual Assignment list. Tia asked everyone who hadn't completed their revisions of their assigned sections to please send those to Amy and Carissa. Tia reminded everyone to accept their invitation to the MyHSD workgroup, as that would be where the documents would be posted for review. Tia reminded everyone that a goal of the Strategic Planning Subcommittee was to have the review period open for approximately a month. Tia notified everyone that the vote to adopt the updated Consortium Standard Operating Procedures Manual would occur at the next Consortium meeting on September 18, 2014.

**11. Maricopa HOME Consortium Workgroup**

Amy demonstrated to everyone how to log in to MyHSD (<http://myhsd.maricopa.gov/>) and how to find and navigate the Maricopa County HOME Consortium workgroup located there. Tia explained the Calendar, Documents, News, and Forum features that will be utilized within the workgroup.

**12. Peer Review Monitoring/Subcommittee – Risk Based Monitoring**

Amy asked for volunteers for the Peer Review Monitoring Subcommittee. The Cities of Peoria, Chandler, and Glendale volunteered.

**13. Volunteers for Project/Community Presentations**

Amy asked for volunteers for project/community presentations for the upcoming HOME Consortium meeting on September 18, 2014.

Mona Francis noted that Glendale would volunteer for either the September 18 or October 16 meeting. Mona said that she would check with Gilbert Lopez to decide on a date. Barbara Bellamy mentioned that everyone should take turns and suggested a schedule be developed.

Amy agreed to develop a schedule for presentations and send to the group.

**14. HOME Funds Available – Commitments/Expenditures Deadlines**

Amy explained that Lisa was still working on the City total roll-up, and that it would be emailed to everyone within the next two weeks. She also noted that the roll-up will be a

snapshot of the reconciliation of City, County, and IDIS financial information. Amy reminded everyone that any commitments made after FY13 are subject to the 2013 HOME Final Rule.

**15. Financials**

Amy stated that the financials and city roll-up will be sent together.

Lisa announced that if, after receiving the reconciled financials and roll-ups, anyone had questions she would make herself available to visit or meet with them.

**16. CHDO Report Out**

Amy stated that an informative HUD training for CHDOs about the HOME Final Rule. She stated that she would send out information from the HUD CHDO training.

Amy mentioned that two CHDO agreements had been executed between Guadalupe CDC and Maricopa County.

**17. Announcements and Information**

Carin Imig announced that the City of Peoria in partnership with the U.S. Census Bureau - Denver Regional Office would be holding training from 8:30am-3pm and that they had ten spots open. The training topic is using census data for community/small area analysis.

Barbara Bellamy announced that Anthony Griswold from HUD would be holding a Davis-Bacon training on September 15-19 from 8:30am-12:30pm.

Barbara Bellamy announced that the City of Chandler is recruiting for a Housing Rehab Specialist position.

Amy announced that Maricopa County is recruiting for a HOME Project Coordinator position. Amy also notified the group that she would forward the information about the two trainings to everyone.

**18. Call to the Public**

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.

**No response from the public.**

**19. Adjournment**

There being no other business, the Chair entertained a motion for adjournment by Christina Ramirez. The motion was seconded and passed unanimously. The meeting was adjourned at approximately 11:14 a.m. The next scheduled public meeting will be September 18, 2014.

Respectfully submitted,

Carissa Cyr  
Recording Secretary

DRAFT